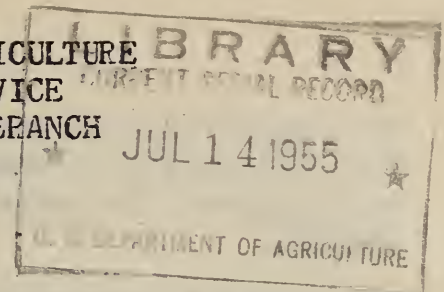


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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL RESEARCH SERVICE
ANIMAL DISEASE ERADICATION BRANCH
WASHINGTON 25, D. C.



June 28, 1955

ADE BRANCH MEMORANDUM NO. 508.33

To : All ADE Branch Stations
From : R. W. Morgan, Administrative Officer
Subject: Financial Reporting Procedure

I PURPOSE

The purpose of this memorandum is to establish a revised method of reporting financial information commencing with the reporting period beginning July 1, 1955. This memorandum supersedes ADE Branch Memorandum No. 508.7, Supplement No. 1, Amendments 2 and 3 to the extent that they are inconsistent with instructions contained herein.

II GENERAL

The importance of reporting expenses and obligations as incurred can hardly be overstressed. It furnishes this office with the most accurate gauge available for the purpose of planning our programs and subdividing funds to meet all charges in our accounts. Also, the value of this financial information is greatly enhanced when the reports are received as soon after the close of the reporting period as is feasible.

As we stated in ADE Branch Memorandum No. 508.1, par. II, dated May 20, 1954, it is our intention to revise, combine and simplify existing forms whenever possible. For this reason, we are eliminating as much of the detail of form preparation as is possible without impairing the adequacy of the information to be furnished. We would like to point out that accuracy is of paramount importance. We will depend solely on the ability of each station to insure that the reported expenses and obligations are complete and properly calculated. The new form is so prepared that expenses for all projects will be reported simultaneously.

III REPORTS NOT AFFECTED

Those stations which report bi-weekly stockyards expense chargeable to funds for combatting Vesicular Exanthema in swine in accordance with instructions contained in Interstate Inspection Division Notice ZF, dated June 23, 1953, will continue to report these expenses in the manner presently required.

IV REGULAR AND FEE TESTING SALARY

The principal change in reporting salaries is the elimination of listing individual earnings on the expense report. This elimination is aimed

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at simplifying the preparation of the report at the close of the pay period. The station will, however, be responsible for maintaining records which will support the amount of salaries reported for any one or more pay periods.

The amount reported as fee testing salary on each report will include the employees' gross earnings and the employer's share of the FICA tax. You will continue to report the estimated obligations for fee testing service through the last day of the current reporting period which have not been included in the lump sum amount on the ADE 8-9 as required by ADE Branch Memorandum 508.27, dated April 1, 1955.

Regular salary will include base pay, overtime, holiday, night differential, employer's share of the FICA tax and the employer's contribution to Government Life Insurance. Those stations which incur no salary expense for a particular project during a reporting period will indicate the fact in the appropriate block by the use of the word "NONE".

V TRAVEL EXPENSE

The monthly travel expense for all projects will be reported on the bi-weekly report covering the period during which the end of the month occurs. As in the case of salary, it is not necessary to list individual amounts. However, the station will be responsible for maintaining records which will support the travel expense for any one or more months. When no travel expense is incurred for a particular project, this should be indicated by the word "NONE" in the appropriate block.

VI STATION EXPENSE

The monthly station expense for all projects will be reported on the bi-weekly report covering the period during which the end of the month occurs. Because of the scope of Branch activities, it is not practical for this office to analyze the items reported as station expenses. Hence, it will no longer be necessary to itemize monthly expenses. In Branch Memorandum No. 508.7, paragraph V, the importance of furnishing adequate information on expenses and obligations was pointed out. Each report should reflect all expenses and obligations incurred at the station in the performance of Branch functions during a particular month. Each station will be responsible for maintaining the necessary records to provide an accurate reporting of all items comprising monthly expenditures and incurred obligations. In this connection, it is especially important that there be no duplications reported. Wherever necessary, adjustments should be made to bring the estimated outstanding obligation in line with the actual amount of the voucher as submitted for payment. When no station expense is incurred for a particular project, this should be indicated in the appropriate block by the use of the word "NONE".

VII MISCELLANEOUS

Stations reporting expenses for project 600 will continue to show the amount to be charged to Enforcement and Diagnosis in the space provided at the lower portion of the form. Also, stations will continue to show monthly estimated state expenses for Brucellosis and Tuberculosis as provided on this form.

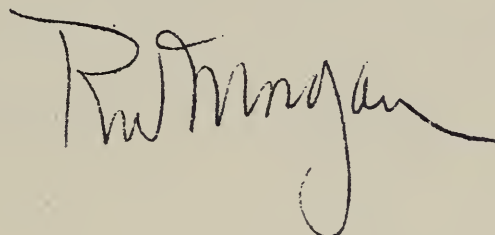
VIII METHOD OF REPORTING

Reports should be addressed to the Animal Disease Eradication Branch, Attention: Administrative Officer. Reports from stations west of the Mississippi River should be forwarded via Air Mail. We believe that the elimination of much detail in reporting financial expenses will greatly facilitate the preparation of the report. For this reason, the reports should be in the mail not later than 10 workdays after the close of the reporting period.

IX CONCLUSION

There is transmitted herewith one pad of Form ADE 8-9 (5-55) for immediate use. This initial supply may be replenished in the usual manner. If there is any question regarding the use of the new form, please do not hesitate to contact this office.

Enclosure



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